

## How Perfins Are Cataloged

Stenciled on File

Although the cataloging plan now in use by the Perfins Club is not ideal as it fails to clearly describe some  $\frac{1}{2}\%$  of the cases, it is the result of considerable experiment, and it believe to be the best possible short of much complexity or complete illustration.

The complete listing includes:

- a. the letters of the design, arranged in specified order
- b. a code symbol, showing the type of design
- c. the height of the letters in the same order shown in (a), in mm. measured from center-to-center of the outermost holes
- d. the name of the perfin owner
- e. the main office of the owner unless this perfin is limited to a branch office, in which case the branch is given.

In listing the letters, the symbol -&- is placed at the end of the alphabet as if it were the 27th letter and the numerals follow in their order, but 1 and zero must be clearly identifiable as such or they will be listed as I and O.

The diagonal bar -/- is used to show the break between two lines. The underline shows that the letter has a serif; When a letter appears in parentheses, it is enclosed in the previous letter. Extra holes outside the letter will be shown in their proper place with respect to the letter, if possible, otherwise described. Spacing and number of holes in the letters are given when needed for clarity.

The following are the principal code symbols:

- H one horizontal line of letters or a single letter
- 2H two such lines
- 3H three such letters
- D letters diagonally, left to right
- Du same running upwards
- A letters arranged in the arc of a circle
- Ex Exogram- one letter is larger and encloses others
- En Endogram- letters enclosed in a border such as a circle or other figure, not a letter
- M the letters are interwoven

In addition, there are the following auxillary symbols;

- Co shows that the letters are combined
- Ov shows that one letter crosses another but not as complicated as a monogram
- R a letter is reversed
- F letters are script or fancy

In listing two or more letter groupings, where the letters in each are the same, H is listed first; M last, following the order shown in the list of code symbols. If there are two perfins of the same letters and same symbol, the smaller is listed first.

Where a group of letters can be read forwards and backwards the same e.g. AM or MA, it will be listed in the first possible place if identification is unknown. If the identification puts it in a later place in the catalog, there will be a cross reference in the first.

In monograms, etc. the letters are listed in the order that they can be read, from left to right. If two letters extend equally to the left, the one extending farthest upwards is listed first.

Where all the letters in a line are of equal height, the height is given only once and if two lines are of the same height, the same.

The foregoing represents current practice; formerly a few additional symbols were used as Hy and I; these are now treated as H. A few vortical designs, V are now 2H and 3H.

In general, the principle followed is to list the simplest item first.

## HOW PERFINs ARE CATALOGED

### EXPLANATION OF SYMBOLS USED AND DIAGRAM SHOWING HOW TO MEASURE

BY

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Generally the perforating on postage stamps is in one, two, or three lines, in such a manner that the perforation is in a horizontal, or diagonal position. The stamps are normally fed into the perforator in such a way that the perforation reads in a normal manner when the stamp before you is in an upright position. They may, however, be fed so that the perforation is in an inverted position, or it may even read up, or down.

Since perforators are so designed that they will perforate more than one thickness of paper at a time, often the sheet of stamps to be perforated is folded in such a way that the top stamps are perforated from the face side while the next row of stamps will be perforated from the gum side.

When a perforation pattern is in more than one line, the symbol (/) appears in the listing following the last letter or character of the first line to indicate the end of that line.

If the perforation pattern consists of two or more letters separated in the design by the bar symbol (/), this symbol is spelled out in the list of designs to avoid confusion; thus ( B bar D )

A letter or character underlined in the listing indicates that the letter has a serif, top bar, or a foot. The letter "I" and the numeral "1" are the most common, but other letters also are involved.

#### THE FOLLOWING SYMBOLS ARE USED TO INDICATE THE TYPE OF PERFORATION:

H HORIZONTAL, ONE LINE.

2H HORIZONTAL, TWO LINES.

3H HORIZONTAL, THREE LINES.

A IN AN ARC.

C-O CONDENSED, ie SOME OF THE HOLES OF ONE LETTER FORM PART OF THE SECOND LETTER.

D DIAGONAL.

DU DIAGONAL, UP.

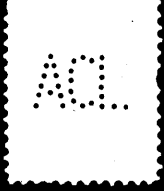
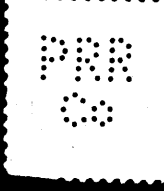
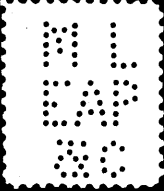

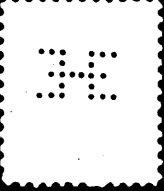
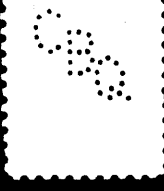

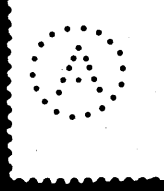


EN LETTER(S) ENCLOSED IN A BORDER SUCH AS A CIRCLE OR OTHER FIGURE, NOT A LETTER.

EX A SECOND LETTER WITHIN THE OUTER LETTER; see illustration below.

M MONOGRAM.

\*\* MEANS THAT THE IDENTIFICATION OF THE PERFIN IS SUPPORTED BY A PERFIN ON COVER WITH APPROPRIATE CORNER CARD ATTESTING TO ITS OWNERSHIP.

# ILLUSTRATIONS OF SYMBOLS USED

	SYMBOL " H " ONE HORIZONTAL LINE		SYMBOL " 2H " TWO HORIZONTAL LINES
	SYMBOL " 3H " THREE HORIZONTAL LINES		SYMBOL " A " LETTERS IN AN ARC
	SYMBOL " C-O " CONDENSED, ie SOME OF THE HOLES OF ONE LETTER FORM PART OF THE SECOND LETTER		SYMBOL " D " DIAGONAL
	SYMBOL " DU " DIAGONAL, UP.		SYMBOL " EN " LETTER(S) ENCLOSED IN BORDER SUCH AS CIRCLE OR OTHER FIGURE, NOT A LETTER.
	SYMBOL " EX " A SECOND LETTER WITHIN THE OUTER LETTER		SYMBOL " M " MONOGRAM

## HOW TO MEASURE

TO DETERMINE THE HEIGHT OF A LETTER OR CHARACTER, the simplest way is to measure from the TOP of the LOWEST hole to the TOP of the HIGHEST hole. See illustration.

To determine the WIDTH of a letter, measure from the OUTSIDE of the hole farthest to the LEFT, to the OUTSIDE of the hole farthest to the RIGHT. See illustration.

To determine the overall width or length of a line, proceed as above.

To determine the distance BETWEEN two letters, measure from the outside of the hole most to the right of the letter on the left to the outside of the hole most to the left of the letter on the right.

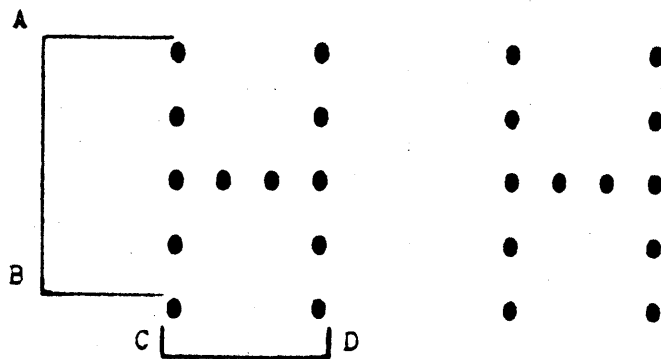
When the letter " T " is involved, measure from the proper end of the top bar rather than from the stem.

When measuring where a letter with an arc is involved, such as the letters B, C, G, J, P etc may be involved be certain that the most outside point is used.

In measuring a pattern where the letter " T " is on the left and a letter " S " is on the right, an easy way to measure is from the outside point on the bar to one side of the stem, and then measure from the outside point on the " S " to the same point on the stem of the " T " and add the results. This is more apt to occur when the bottom loop of the " S " is larger than the top loop.

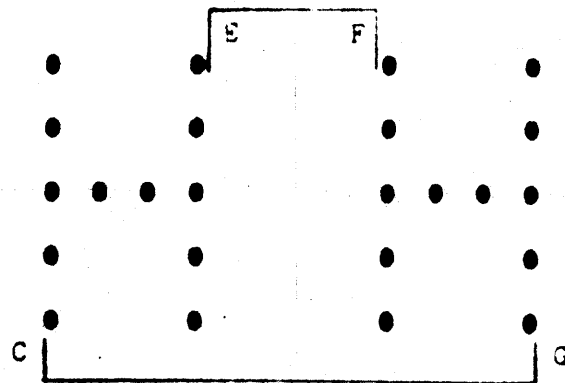
Bear in mind also that it has been the intent to measure only to the nearest 1/2 MM except in cases where two patterns are so nearly alike that it is necessary to resort to a 1/4 MM reading.

#### MEASURING DIAGRAM



A TO B FOR HEIGHT

C TO D FOR WIDTH OF LETTER



C TO G FOR OVERALL WIDTH OR LENGTH

E TO F FOR DISTANCE BETWEEN TWO LETTERS